

## PROPOSAL FORM

### OFFICE PACKAGE INSURANCE

The property proposed for insurance is not covered and the liability of the Company does not commence until the Proposal is accepted by the Company and premium paid in advance and upon full realization of the premium payment by the Company prior to the inception of cover. The Company is under no obligation to accept this Proposal. Receipt of this Proposal by the Company along with the premium payment does not tantamount to the acceptance of the Proposal by the Company and does not result in a concluded contract of insurance.

Coverage is as per the terms and conditions of our Standard Policy Wordings.

The Policy shall become voidable at the option of the Insurer, in the event of any untrue or incorrect statement, misrepresentation, mis-declaration, non-description, fraud, failure to disclose or suppression of any material facts in response to the questions in the Proposal Form or on non-disclosure of any material particular. The Insurer will rely on the details furnished herein in deciding whether or not to issue the policy. Should any of the information furnished herein be incorrect or incomplete, you/Insured are/is required to furnish the correct and complete details prior to the issuance of the policy failing which the details contained herein will be construed as being binding on you/Insured.

- Note: 1) Please complete the Proposal Form in BLOCK LETTERS and tick the boxes whichever are applicable.  
 2) Attach additional sheets if space given is insufficient.

#### COMPANY OFFICE DETAILS (To be filled by Insurer)

1. Office Code: \_\_\_\_\_
2. Office Address: \_\_\_\_\_
- |             |                |
|-------------|----------------|
| Road _____  | Area _____     |
| City _____  | District _____ |
| State _____ | Pin Code _____ |

#### INTERMEDIARY DETAILS

1. Agent / Broker Name: \_\_\_\_\_
2. Agent / Broker Licence Code: \_\_\_\_\_
3. Agent / Broker Contact Number : \_\_\_\_\_

#### PROPOSER DETAILS

1. Proposer Name: \_\_\_\_\_
2. Office Address: \_\_\_\_\_
- |             |                |
|-------------|----------------|
| Road _____  | Area _____     |
| City _____  | District _____ |
| State _____ | Pin Code _____ |
3. Description of Business/ trade: \_\_\_\_\_
4. Financial Interest: \_\_\_\_\_
5. Period of Insurance (DD/MM/YYYY) From: \_\_\_\_\_ To \_\_\_\_\_
6. Location of Risk: \_\_\_\_\_
- |            |                |
|------------|----------------|
| Road _____ | Area _____     |
| City _____ | District _____ |

Office Package Insurance Policy : Proposal Form

Liberty General Insurance Limited, 10th Floor, Tower A, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai - 400 013

Phone: +91 22 6700 1313 Fax: +91 22 6700 1606, Email: [care@libertyinsurance.in](mailto:care@libertyinsurance.in)

Call Toll Free No: 1800 266 5644, website : [www.libertyinsurance.in](http://www.libertyinsurance.in)  
 IRDA of India registration number: 150 | CIN: U66000MH2010PLC209656  
 UIN No: IRDAN150P0011V01201617

State \_\_\_\_\_

Pin Code \_\_\_\_\_

## DETAILS ABOUT SUBJECT MATTER COVERED

### Section I – Standard Fire and Special Perils

Building wise values for each location (please include the Kutchha building also in this list and give individual values against such buildings) All Amount in Rs.

Description of Blocks	Occupancy	Building	Plinth & Foundation	Plant & Machinery	Furniture, Fixtures & Fittings	Stocks	Stocks in process *	Total	Age (yrs)	Height (mts)	Construction
<b>Total</b>											

**NOTE** \*In case of multiple locations kindly provide the information in separate sheet, duly signed and also furnish details of other fire insurance policies taken for same location.

#### Add On Cover Details

SN	Add on cover	Yes/ No	Sum Insured (Rs)
1	Architects, Surveyors and consulting Engineers Fees (in excess of 3% claim amount)	Yes/ No	
2	Debris Removal (in excess of 1% claim amount)	Yes/ No	
3	Deterioration of Stocks in cold storage premises due to Accidental power failure Consequent to the premises of power station due to an insured peril	Yes/ No	
4	Deterioration of stocks in cold storages premises due to change in temperature arising out of loss or damage to the cold storage machinery(ies) in the Insured's premises due to operation of insured peril	Yes/ No	
5	Forest Fire	Yes/ No	
6	Impact damage due to insured's own Rail/ Road vehicles, forklifts, Cranes, Stackers and the like and articles drop therefrom	Yes/ No	
7	Spontaneous Combustion	Yes/ No	
8	Omission to insure additions, alteration or extensions	Yes/ No	
9	Earthquake (Fire & Shock)	Yes/ No	
10	Spoilage Material damage cover	Yes/ No	
11	Leakage and Contamination cover	Yes/ No	
12	Loss of rent - Indemnity Period ( in Months) _____	Yes/ No	
13	Temporary Removal of Stocks clause	Yes/ No	
14	Additional expenses of rent for an alternative accommodation- Indemnity Period ( in Months) _____	Yes/ No	
15	Start-up expenses	Yes/ No	
16	Molten Material Spillage	Yes/ No	

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17	Terrorism Risk Cover	Yes/ No	Same as Material Damage Sum Insured
18	Escalation _____%	Yes/ No	

**Perils to be deleted from basic cover**

A. Flood, Cyclone, group of perils  Yes  No

B. Riot, Strike & Malicious damage  Yes  No

**Special Coverage for Stocks only as below :**

(Please Tick in the box below and give the amount to be insured against each)

a)  On Floater Basis - Stock at various locations (warehouse / godowns and / or open etc.,) can be covered on floater basis for a single Sum Insured, Amount in Rs

b)  On Declaration Basis - Stocks which fluctuate in value can be covered on (monthly) declaration basis, Amount in Rs

Note:

1. Minimum Sum Insured is Rs. 1 Crore and Policy not issued on short period basis.
2. Stocks in process & stocks stored at Railway sidings are not covered.

c)  On Floater Declaration Basis - Stocks which fluctuate in value as well as stored in various locations can be covered on (Monthly) floater declaration basis, Amount in Rs

Note:

1. Minimum Sum Insured is Rs. 1 Crore and Policy not issued on short period basis.
2. Stocks in process & stocks stored at Railway sidings are not covered.

d)  Stocks in open (located outside the factory compound), Amount in Rs

**Section II – Fire Loss of Profits**

1. Indemnity Period ( In Months) \_\_\_\_\_
2. Annual Gross Profit (Rs) \_\_\_\_\_
3. Add on Covers Opted

SN	Add on cover	Yes/ No	Sum Insured (Rs)
1	Loss due to accidental failure of public electricity/gas/water supply	Yes/ No	Same as fire Loss of Profit Sum Insured
2	Suppliers** Premises extension 1) No of Suppliers _____ 2) dependency % _____	Yes/ No	Same as fire Loss of Profit Sum Insured
3	Customers** Premises extension 1) No of Suppliers _____ 2) dependency % _____	Yes/ No	Same as fire Loss of Profit Sum Insured
4	Auditors fees	Yes/ No	
5	Lay-off and Retrenchment Compensation	Yes/ No	
6	Insured's Property Stored at other situations - No of locations _____	Yes/ No	
7	Wages - Prorata basis	Yes/ No	
8	Wages - Dual basis Option to consolidate Yes/ No	Yes/ No	_____ (100% wages) for First _____ Weeks and _____% for Remaining part of indemnity period

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9	Terrorism Risk Cover	Yes/ No	Same as Loss of Profit Sum Insured
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### Section III – Burglary and Housebreaking Section

#### Sum Insured Details (Rs)

Risk Location	Stock-in-Trade	Goods held by the Proposer in Trust or on commission for which he is responsible.	Coins and/or Currency Notes in Locked safe	Furniture, Fixtures, Fittings, Utensils and Appliances in trade.	Other Assets (please Specify)	Total

#### Additional Covers Required

SN	Additional covers	YES / NO	Sum Insured / Limit
1	Capital Addition / Newly acquired Property / Interest (Not Exceeding 25% of Sum Insured)	Yes/ No	
2	Expenses towards restoring paper files, plans, records and drawings, data and installation costs for computer programs (Not exceeding 10% of Sum Insured subject to maximum of Rs 1 Crore)	Yes/ No	
3	Theft cover unaccompanied by housebreaking	Yes/ No	
4	Expenses towards clearance of debris and movement and protection (Not exceeding 10% of Sum Insured subject to maximum of Rs 1 Crore)	Yes/ No	
5	Loss or damage to the properties of the employees of the Insured (Not exceeding Rs. 50,000 per employee)	Yes/ No	
6	Costs for changing locks and cost for repair of damage caused to the insured premises after an insured event (Not exceeding 10 % of the total Sum Insured subject to maximum of Rs. 1 lac)	Yes/ No	
7	Riot and Strike cover	Yes/ No	
8	Terrorism Cover	Yes/ No	

### Section IV – Money Insurance

Money in Safe Coverage	Insured Premises & Location address	Particulars of each safe	Limit of Liability any one occurrence (Rs.)
In safe			
Out of safe during Business hours			
Loss or Damage to insured safe			

Money in Safe Coverage	Insured Premises & Location address	Particulars of each safe	Limit of Liability any one occurrence (Rs.)
Wages/Salaries Business Cash			
Other than above			

Money in Transit	Per Sending Limit	Transit Details

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Coverage - Annual Carrying Limit (Rs.)	(Rs.)		
		From	To

### Section V - Mechanical & Electrical Appliances

Risk. Location	Description	Make	Model	Year of Mfg	Identification No.	ISI / ISO Certified (Yes/No)	Under AMC / Warranty (Yes/No)	If under AMC, Mention expiry date	Sum Insured (Rs.)

#### Additional Covers:

SN	Additional Covers	Yes/ No	Sum Insured (Rs)
1	Escalation	Yes/ No	
2	Express freight (excluding airfreight), Overtime and Holiday rates of wages	Yes/ No	
3	Airfreight	Yes/ No	
4	Owners Surrounding Property	Yes/ No	
5	Third Party Liability	Yes/ No	
	i) Any one Accident		
	ii) Any one Year		
6	Additional Customs Duty	Yes/ No	

### Section VI – Electronic Appliances

Risk. Location No.	Description	Make	Model	Year of Mfg.	Identification No.	ISI / ISO Certified (Yes/No)	Under AMC / Warranty (Yes/No)	If under AMC, Mention expiry date	Sum Insured (Rs.)

#### Additional Covers:

SN	Additional Covers	Yes/ No	Sum Insured (Rs)
1	Escalation	Yes/ No	

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2	Express freight (excluding airfreight), Overtime and Holiday rates of wages	Yes/ No	
3	Airfreight	Yes/ No	
4	Owners Surrounding Property	Yes/ No	
5	Third Party Liability	Yes/ No	
	i) Any one Accident		
	ii) Any one Year		
6	Additional Customs Duty	Yes/ No	

### Section VII – Portable Equipment All Risks

Risk. Location	Description of Asset	Make	Model	Year of Mfg	Identification No.	ISI / ISO Certified (Yes/No)	Under AMC / Warranty (Yes/No). If yes, mention expiry date of AMC / Warranty	Sum Insured (Rs.)

Whether Coverage required out- side India: Yes/ No

If Yes, Please give details \_\_\_\_\_

### Section VIII – Fixed Glass and Sanitary Fittings

SN	Measurement	Location	Sum Insured (Rs.)
1			
2			
3			
4			
5			

#### Add on Covers:

SN	Cover	Yes/ No	Limit/ Sum Insured (Rs)
1	Expenses towards clearance of debris and movement and protection (Not more than 10% of Sum Insured subject to maximum of Rs 10,00,000)	Yes/ No	
2	Terrorism	Yes/ No	

### Section IX – Accompanied Baggage

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**Sum Insured details**

SN	Description of Items Covered	Sum Insured (Rs)
1		
2		
3		
4		

Type of Policy required  Floater basis  Declaration basis  Floater Declaration basis  NA

Basis of Sum Insured  Reinstatement Basis  Market Value Basis

Perils to be deleted from basic cover

a. Fire and Allied Perils  Yes  No

b. Riot, Strike and Malicious Damage  Yes  No

**Additional covers required:**

SN	Additional covers	YES / NO	Sum Insured / Limit (Rs)
1	Automatic Reinstatement	Yes/ No	
2	Terrorism	Yes/ No	

**Section X – Signage****Sum Insured Details**

SN	Location	Measurement	Sum Insured (Rs.)
1			
2			
3			

**Additional covers:**

SN	Additional cover	Yes/ No	Sum Insured / Limit (Rs)
1	Expenses towards clearance of debris and movement and protection (Not exceeding 5% of Sum Insured subject to maximum of Rs 5,00,000)	Yes/ No	
2	Third Party Liability (Not exceeding 10% of Sum Insured subject to maximum of Rs 10,00,000)	Yes/ No	
3	Terrorism Cover	Yes/ No	

**Section XI – Infidelity and Dishonesty of Employee****Sum Insured Details**

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SN	Name of Employee	Designation	Employed Since (Mention Years & Months)	Nature of duties	Limit of Liability (Rs.)
1					
2					
3					

Do you require Floater Cover? Yes/ No

Automatic Reinstatement to be covered Yes/ No

Summary of Sum Insured:

Any One Employee (Rs)	
Any One Accident (Rs)	
Any One Year (Rs)	

### Section XII – Legal Liability

Would you like to opt for cover against **Legal Liability against Third Parties**?  Yes  No

If yes, please mention the limits of Liability.

SN	Location Address	Limit of liability - Each Occurrence (Rs)	Limit of liability - All Occurrences (Rs)
1			
2			

#### A. Annual Turnover revenue receipts:

Year	Sales Turnover (Rs)
Next	
Current	
Prior	

#### B. Retroactive Date (DD/MM/YYYY):

#### C. Extensions desired:

(a) Sudden and Accidental Pollution Extension  Yes  No

(b) Liability arising out of Transportation  Yes  No

If Yes, please state the sublimit required: -----

(c) Act of God Extension  Yes  No

(d) Terrorism Extension  Yes  No

(e) Goods kept in Care, Custody and Control  Yes  No

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(f) Food and Beverages Extension  Yes  No

(g) Swimming pools Extension  Yes  No

(h) Sports facilities extension for Hazardous Sports  Yes  No

If yes, please state the sports for which cover is required

Hazardous Sports includes Skydiving, Skiing and hang gliding mountain climbing, skydiving, hang gliding, skiing and aqua sports and other similar sports. -----

(i) Other Facilities Extension  Yes  No

If yes, mention the facilities below: -----

(j) Lift Liability Extension  Yes  No

(k) Additional Insured Extension  Yes  No

If yes please provide the following details for each additional insured:

Name:

Address:

Nature of relationship with proposer:

**Note:**

- Any One Accident - Limited to a maximum of 10% of Sum Insured for contents in Section I or Rs. 2 Crores whichever is less.
- Any One Year - Limited to a maximum of 100% of Sum Insured for contents in Section I or Rs. 5 Crores whichever is less.

**Section XIII – Employers’ Compensation**

Would you like to opt for cover against Liability under **Employers’ Compensation Act?**  Yes  No

If yes, please fill in the details in the following table:

**Employee Details**

Description of Employees	Declared Number of Employees	Total Declared wages during the period of insurance.	Place/Places of Employment
<b>Employees drawing monthly wages upto Rs 8,000.</b>			
<b>Own Employee</b>			
Clerical Staff			
Travelling Sales Staff			
Others (Please specify)			
<b>Contract Employee</b>			
Clerical Staff			
Travelling Sales Staff			
Others (Please specify)			
<b>Employees drawing monthly wages above Rs 8,000.</b>			

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<b>Own Employee</b>			
Clerical Staff			
Travelling Sales Staff			
Others (Please specify)			
<b>Contract Employee</b>			
Clerical Staff			
Travelling Sales Staff			
Others (Please specify)			

**Additional coverage required:**

Coverage	Scope of coverage	Limit of Indemnity (Rs)	Coverage Options (Yes/No)
Medical Expenses	Subject otherwise, to the terms, conditions & Exclusions of the Policy, the amount of liability incurred by the Insured, but not exceeding:	Limit Per Employee for any number of accidents during Period of Insurance Rs.....	
Occupational Diseases			
Contractors Employees		Limit: As per Employees Compensation Act	

**Section XIV – Tenant’s Legal Liability**

Would you like to opt for **Tenant’s Legal Liability** cover in case you are occupying rented premises?

Yes  No

If yes, please mention the limits of Liability and risk location details.

SN	Location Address	Limit of liability – Each Occurrence	Limit of liability - All Occurrences
1			
2			

**Note:**

- Any One Accident - Limited to a maximum of 10% of Sum Insured for contents in Section I or Rs. 2 Crores whichever is less.
- Any One Year - Limited to a maximum of 100% of Sum Insured for contents in Section I or Rs. 5 Crores whichever is less.

**Section XV – Inland Transit**

SN	Particulars	Details
1.	Goods proposed for Insurance	
2.	Packaging Details (Indicate both Primary and	

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Yes  No

A. Reason for declinature

B. Conditions imposed

D. Has the risk been previously Insured? If so,

a) Name of the Insurance Company

b) Policy No

c) Period From // To //

d) Any special terms and conditions imposed

E. Is there any additional information or detail of which you are aware and which may assist the Underwriter to better assess the nature of the risk?  Yes  No

If yes, please provide details

-----

F. Are you currently covered under any of the existing policies from Liberty General Insurance Limited?  Yes  No

If yes, please provide details

-----

Number of sections opted under this Package Policy: ( ) as below:

S. No	SECTION	COVERAGE	Yes/ No
01	Section I	Fire and Allied Perils – Material Damage	Yes / No
02	Section II	Fire Loss of Profit	Yes / No
03	Section III	Burglary and Housebreaking	Yes / No
04	Section IV	Money in transit and / or safe	Yes / No
05	Section V	Electrical and Mechanical Appliances Breakdown	Yes / No
06	Section VI	Electronic Equipment	Yes / No
07	Section VIII	Portable Equipment All Risk	Yes / No
08	Section IX	Fixed Glass and Sanitary Fittings	Yes / No
09	Section X	Accompanied Baggage	Yes / No
10	Section XI	Signage	Yes / No
11	Section XII	Infidelity / Dishonesty of Employees	Yes / No
12	Section XIII	Legal Liability	Yes / No
13	Section XIV	Employees’ Compensation	Yes / No
14	Section XV	Tenant’s Legal Liability	Yes / No
15	Section XVI	Inland Transit	Yes / No

**PAYMENT DETAILS**

1. PAN card number (10 character number):

2. Sources of funds (Please tick appropriate box):

Salary     Business     Investments     Others (please specify)

Declaration:

- 1. I/we hereby confirm that all premiums have been/will be paid from bonafide sources and no premiums have been/will be paid out of proceeds of crime related to any of the offence listed in Prevention of Money Laundering Act, 2002.
- 2. I/we understand that the Company has the right to call for documents to establish sources of funds.
- 3. The Insurance Company has the right to cancel the insurance contract in case I am/ have been found guilty by any competent court of law under any of the statutes, directly or indirectly governing the Prevention of Money Laundering in India.

**DECLARATION BY PROPOSER**

1. I/We hereby declare that the statements made by me / us in this Proposal Form are true, accurate and complete to the best of my / our knowledge and belief and I/We have not omitted, suppressed, misrepresented or misstated any facts and information provided herein which is relevant to my/our application for Insurance under this Proposal Form and I/ We hereby agree that this declaration shall form the basis of the contract between me/ us and the “Liberty General Insurance Limited”.

If any additions or alterations are carried out in the risk proposed after the submission of this Proposal Form then the same will be conveyed by me to the Insurers immediately.

Date:

Place:

Signature of Proposer

Recommendations of Officer/ Agent / Broker.....

**Prohibition of Rebates (Section 41) of the Insurance Act**

No person shall allow or offer to allow, either directly or indirectly, as an inducement to any person to take out or renew or continue an insurance in respect of any kind of risk relating to lives or property in India, any rebate of the whole or part of the commission payable or any rebate of the premium shown on the policy, nor shall any person taking out or renewing or continuing a policy accept any rebate, except such rebate as may be allowed in accordance with the published prospectus or tables of the insurer’.

Violations of Section 41 of the Insurance Act 1938, as amended, shall be - Any person making default in complying with the provisions of this section shall be liable for a penalty which may extend to ten lakhs.

Date: //

Signature: \_\_\_\_\_

# INSURANCE IS THE SUBJECT MATTER OF THE SOLICITATION

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